

“NEWS YOU CAN USE”

October 8, 2008

(Issue # 391)

Web-based Training Pilot: As previously announced, the Bureau of Elections, in partnership with the Michigan Virtual University, has developed a one-hour web-based training program on “Managing the Polls on Election Day.” This course will be used as the model for future web-based training courses and programs offered by the Bureau including Michigan’s Clerk Accreditation Program. Our goal is to incorporate web-based training as a complement to the current face-to-face training programs.

The pilot course will be released on Monday, October 13. Instructions for accessing the course can be found at the end of this communication. Once released, the course may be accessed at any time from any computer that has Internet access. You may take the course as many times as you wish. If you are unable to complete the course in one setting, you can return to the course at another time. When returning to the course, you will receive a prompt asking if you would like to continue from where you left off or go back to the beginning. At the end of the course, you will be asked to complete a short evaluation regarding the course content and format. The feedback that you provide will be used to make enhancement to this course as well as future web-based training courses that will be offered by the Bureau.

Due to the overwhelming response received following last weeks announcement, we have arranged to make this course available to all county, city, township and village clerks. To access the course, however, you must first register in LearnPort. Instructions for registering in LearnPort are detailed below. The registration process will take about 5 minutes to complete.

Registering in LearnPort

STEP 1: To register, go to www.learnport.org and click on [New User? CLICK HERE.](#)

STEP 2: Enter your desired login ID and password. Your Login ID and Password should consist of at least four letters and/or numbers. The password is also case-sensitive. If an existing user has already requested the username you selected, you'll be prompted to select a new login ID.

Michigan LearnPort

[Register](#)
[Login](#)

REGISTER
 Establish Login & Password



To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID and Password should consist of at least four letters and/or numbers. Your Password is case-sensitive.

Login ID:
 Password:
 Confirm Password:


[Use of this site signifies your agreement to the access agreement.](#)
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STEP 3: Identify your Registration Category by selecting **Professional Organization** from the dropdown list below. Click the **Submit** button.

Michigan LearnPort

[Start Over](#)
[Login](#)

REGISTER
 Select Category



Identify your Category by selecting it from the dropdown list below and then clicking the **Select** button.

If you select a Category of School Employee, Preservice or Professional Organization, you will be asked to identify your specific organization on the next page.

If you do not fall into one of the Categories below, please register as a Guest. You will be contacted by our Help Desk to determine your correct organization. For assistance, contact the Help Desk at 888-889-2840 or via email at mivuhelp@mivu.org.

- School Employee** registration is for users who are teachers, administrators, officers or support staff at any K-12 public, public school academy or nonpublic school in Michigan.
- Preservice** registration is for any college student enrolled in a Michigan college or university teacher preparation degree program and their faculty who teach them.
- Professional Organization** registration is for users who work at or are affiliated with any number of Michigan-based professional, topical, functional or support organizations.
- Guest** is for users who 1) are non-employed Michigan-certificated teachers, 2) temporarily register in this category until their correct organizational assignment can be determined, or 3) have prior permission from Michigan LearnPort to register in this category.
- MVU** registration is for employees of *Michigan Virtual University*®.
- MDE** registration is for employees of Michigan Department of Education.

Category:

STEP 4: Identify your Professional Organization by selecting “[Secretary of State: Bureau of Elections](#)” from the alphabetical dropdown list. (NOTE: “Secretary of State, Bureau of Elections” is located near the bottom of the dropdown list.) Click the **Select** button. When you see the Confirmation screen, click on the **Submit** button.

Michigan LearnPort

[Start Over](#) [Login](#)

REGISTER
Select Professional Organization

On this page you will be asked to select your Professional Organization. If your Professional Organization is not listed below, click on the "Return to Category Selection page" link and register as a Guest. You will be contacted by our Help Desk to determine your correct organization. For assistance, contact the Help Desk at 888-889-2840 or via email at mivuhelp@mivu.org.

Identify Your Professional Organization
Highlight your Professional Organization in the dropdown list below then click on **Select**

Professional Organization: Secretary of State: Bureau of Elections

Yes, I work at or am affiliated with this organization. [Select](#)

[Return to Category Selection page and start over](#)

STEP 5: You will then be prompted to complete a short User Profile. Please complete just the fields that are identified with an asterisk.

Michigan LearnPort

[Register](#) [Login](#)

REGISTER
User Profile

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required are marked with *.

* Salutation: Dr.

* First Name:

* Middle Name:
(Enter None if no middle name.)

* Last Name:

* Email Address:

☒ Send me updates and notification of content changes at this email address.

* Title: Select Title

Select your title. Only if your title is not listed, type your title.

* Address 1:

Address 2:

* City:

* State:

Province/Other:

* Zip:

* Country: Select one

* Phone:

Fax:

* DOB:
Date of Birth must be in mm/dd/yyyy format.

PIG Number:

Personal Identification Number:

Manager's Email:

Licensure/Certification:	Licensure Type:	Expiration Date:	Certifying Group:	Credit Hours Required:	Time Period:
<small>(Enter any certifications or licenses that you hold and the expiration date for each. Automatic reminders will be sent to you and your manager when your expiration date(s) are approaching. If your certification or license is not listed here, contact your Site Administrator.)</small>	Select	mm/dd/yyyy	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Select		<input type="text"/>	<input type="text"/>	<input type="text"/>
	Select		<input type="text"/>	<input type="text"/>	<input type="text"/>

Reasonable Accommodations:
(Please indicate any reasonable accommodations you need to attend a class.)

Gender:

Race/Ethnicity: Select one

Grade Level:

Please use the following area to highlight your area of expertise and professional items of interest. This may include qualifications and certifications, as well as a brief biography. You may post a resume in the Career Center at any time after you have submitted your User Profile.

Qualifications:

☒ Make this information available to others in the User Directory.
☒ Make this information available to others in the PeerNet.

[Submit](#) [Reset](#)

Use of this site signifies your agreement to the access agreement.
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STEP 6: Click on the **Submit** button at the bottom of the page. You will be taken to the Registration Confirmation page which shows that the registration was successfully completed.

For registration assistance, please call: 1-888-889-2840.

To Access the Pilot Course on or after Monday, October 13....

Go to www.learnport.org and enter your Username and Password.

1. Click on "Courses" on the left hand side
2. Select "Catalog"
3. In the Keyword text box, enter "election" and click "Search."
4. When you see the link to the course, click on it.
5. Next, click the button labeled "Take Course".

You will see a list of course modules on the left side. Click on the first module to begin the course.

Again, we thank you for your assistance with the evaluation of the web-based training course.

Questions? Please contact Sue McRill at (517) 241-2543 or McRillS@Michigan.gov.